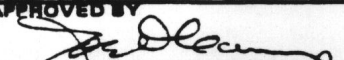


STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES  
**POLICY AND PROCEDURES**

P & P No. 25-1101	Page 1 OF 2
Effective Date January 2, 1985	
Supersedes P & P No. 22-4000 and 22-1007	Dated 5/15/82 & 12/12/80 resp.
APPROVED BY 	

SUBJECT  
RECRUITMENT AND HIRING PROCEDURES  
FOR UNLICENSED VESSEL EMPLOYEES

DIVISION AK MARINE  
HIGHWAY SYSTEM

SECTION  
PERSONNEL

CHAPTER TITLE  
RECRUITMENT AND HIRING

**PURPOSE:**

To establish guidelines for recruitment, processing of applications for employment and hiring of applicants for unlicensed positions aboard the vessels of the Alaska Marine Highway System.

**POLICY:**

It shall be the policy of the Alaska Marine Highway System to recruit and hire the best qualified Alaskan residents for employment in conjunction with the Departments' Affirmative Action Plan for Equal Employment Opportunity.

**DISTRIBUTION:**

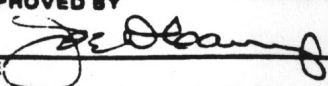
All holders of the Policy and Procedures Manual.

**PROCEDURE:**

The Deputy Commissioner of the Alaska Marine Highway System will authorize statewide advertisements for positions when the appropriate list(s) of eligibles needs expansion. The advertisement will be placed through the Department of Transportation & Public Facilities Personnel Officer.

Due to union contract language concerning the filling of certain unlicensed positions, applications will only be accepted and processed for employment as follows; entry level Stewards or above entry level positions in the Deck and Engine Departments. Applications will not be accepted or processed for the Purser's department. To be processed for above entry level positions the applicant must have an United States Merchant Mariner's card (Z card) and have an endorsement of Oiler or Junior Engineer or an Able Seaman's endorsement. A separate application must be submitted for each department, Stewards, Deck or Engine.

Applications will be accepted year around, date stamped upon receipt, and assigned a control number by the Personnel Section of the Alaska Marine Highway System. Applicants will be graded according to their training and experience in the job class to which they have applied. Lists for each job class shall be compiled and will be comprised of all applicants ranked according to score. A letter of acknowledgement will be returned to those who've had their application accepted. The letter will contain the personnel control number, the applicant's score, instructions on how to update their application and other basic information concerning the hiring process. Incomplete and/or improper applications will be returned with a cover letter explaining why it was not accepted for processing.

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SUBJECT RECRUITMENT AND HIRING PROCEDURES FOR UNLICENSED VESSEL EMPLOYEES		Supersedes P & P No. 22-4000 and 22-1007	Dated 5/15/82 & 12/12/80 resp.
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Processed applications will be held on file for a period of two (2) years. Prior to being removed from the hiring register applicants will be so informed in a letter, and extended a sixty (60) day opportunity to submit a new application. During the two (2) years the application is active, the applicant may submit written information to the personnel office of the Alaska Marine Highway System to update their score or to otherwise change the original application. Submission of updated information to add to the original application will have no effect on the active period of that application. In the event an individual already has an active application on file, the submission of a new application will start the two (2) year active period over again.

When positions are to be filled, a list containing the names of the highest qualified applicants will be made available to the shore side Section Head for review. Section heads may request copies of applications and may schedule interviews as part of their recommendation process. When documented underutilization exists individuals making hiring decisions and persons with appointing authority are responsible for affirmative action. Hiring patterns will be monitored and supervisors evaluated on their affirmative action performance. Justification must be provided to the Alaska Marine Highway System Personnel Office for all candidates not selected that are ranked above the selected candidate. Whenever a vacancy exists, the Alaska Marine Highway Personnel Officer will be responsible for filling the vacant position.